

Prod Move Checklist/Schedule

Task	Time	Assignment	Due Date	Status
I. Move Preparation				
Review move checklist and customize it for upcoming move		FAs		Not Started
Make appropriate changes to the case copy program	3 weeks prior	FAs		Not Started
Notify Info Tech, DFR staff, Help Desk, and IOT of move	3 weeks prior	FAs		Not Started
Designate a Point of Contact (Migration Coordinator) for the move		FAs		Not Started
Notify all individuals that they are on the contact list (ensure that no one on the list has a vacation planned during the move)		FAs		Not Started
Review the completed customized move checklist		FAs/DBAs/Prod Support		Not Started
Estimate of length of time needed for moves in Training		Prod Support		NA
Estimate length of time needed for moves in Production		Prod Support		NA
Estimate of length of time needed for DBA work in Training		DBA		NA
Estimate length of time needed DBA work in Production		DBA		NA
Meet to review move checklist with IOT (determine weekend batch schedule)		FAs/ DBAs/ Prod Support/ IOT		Not Started
Request for Training to come down on Thursday night		Prod Support		Not Started
Send out an advisory that Training may be delayed for Friday morning		Prod Support		Not Started
Request Production to be up Sat. (for ICES validation testing only)		Prod Support		Not Started
Request for IMS format switch, if required (to allow for changes to on-line screens)		Prod Support or DBA		Not Started
Cancel case copies for Thursday and Friday night (Special Initiative lead will handle emergencies)		FAs		Not Started
Cancel on requests for Training Thursday and for Production Friday (Special Initiative lead will handle emergencies)		FAs		Not Started
Process Help screens for Systems and UAT		DBA		Not Started
Call Name once screens have been processed		DBA		Not Started
Inform Prod Support of load library compress		FAs		Not Started
Ensure that security definitions have been submitted		DES Cares		Not Started
II. Move Request Preparation for QA				
Complete Documentation correctly and obtain appropriate signatures		FAs		Not Started
Complete package ID list in Excel (list should contain PCR, and Package ID)		FAs		Not Started
Prepare required attachments with handwritten explanations of return code errors		FAs		Not Started
Ensure that the following CATS information is completed:				
Bundle and PCR #s agree with those on package ID list		FAs		Not Started

	Bundle and PCR statuses are correct		FAs		Not Started
	Every PCR in the bundle is on the package ID list, Withdrawn, or Not Started/Yes with the appropriate deliverable cross-reference note		FAs		Not Started
	Components' statuses are correct		FAs		Not Started
	PCRs contain notes that document the way the move is being handled (e.g., document any exceptions to a routine move, such as BLD is being tracked in a deliverable or another PCR)		FAs		Not Started
III. Move Request - Submission and Approval					
	Review and approve move request by the State	Tues	State		Not Started
	Submit completed move request . Include package ID list and attachments.	12:00p Wed.	FAs		Not Started
	Review and approve move request by QA		QA		Not Started
	Submission of move request to Prod Support		QA		Not Started
IV. Analyst Tasks					
	DBA requests to DBAs		Analyst		Not Started
	Any SPUFI requests		Analyst		Not Started
	Reference table change requests		Analyst		Not Started
	JCL migrations	11:30a Thurs.	Analyst		Not Started
	Proc requests (See Prod Support to verify the time)	11:30a Thurs.	FAs		Not Started
	Dataset allocation requests	11:30a Thurs.	Analyst		Not Started
V. Reference Table Changes					
	Ensure transaction definition has been completed in TTCD for all environments		FAs		Not Started
VI. Confirmation Calls (complete only if move is after batch)					
	IOT calls Migration Coordinator to confirm that batch is completed		IOT		Not Started
	Migration Coordinator calls DBAs to begin DBA tasks		FA		Not Started
	Migration Coordinator calls Prod Support for program migration		FA		
	Migration Coordinator calls IOT to do Proc and JCL migrations		FA		Not Started
VII. DBA Tasks					
	Implement DBD,PSBs, ACB, Reorgs		DBA		Not Started
	Run SPUFIs		DBA		Not Started
	Upload tables		DBA		Not Started
	Archive data		DBA		Not Started

	Process Help screens for Prod		DBA		Not Started
	Call Migration Coordinator to confirm completion		DBA		Not Started
VIII. Prod Support Tasks					
	Define Proc requests		IOT		Not Started
	Move JCL changes		IOT		Not Started
	Complete dataset allocation		IOT		Not Started
	Prod Support calls Migration Coordinator to confirm completion		IOT		Not Started
IX. Program Moves					
	Compress load libraries		Prod Support		Not Started
	Migration Coordinator calls IOT to perform program migration once the DBA call and IOT/Prod Support call have been received		FA		Not Started
	Install Packages		Prod Support		Not Started
	Verify the moves		FAs		Not Started
X. Friday Training Verification - On-line					
XI. Saturday Prod Verification - On-line		9:00a-12:00p Sa	Various		Not Started
	Determine whether Prod is needed on Sunday	6:30pm Sat	Various		Not Started
	Migration Coordinator calls appropriate individuals with status update	9:00am, 6:30pm Sat	FA		Not Started
	Call IOT about need for Prod on Sunday	6:30pm Sat	FA		Not Started
	Sunday Prod Verification	9:00a-12:00p Su	Various		Not Started
Migration Coordinator Contact List					
	FA3	Home/Cell	Work Ext.		Area/Subsystem
	Name	555-1111	999		CN
	Name	555-1112	999		CN
	Name	555-1113	999		CN
	Name	555-1114	999		CN
	Name	555-1115	999		CN
	Name	555-1116	999		CN
	Name	555-1117	999		CN
	Name	555-1118	999		CN
	Name	555-1119	999		CN
	Name	555-1120	999		CN
	FA2	555-1121	999		
	Name	555-1122	999		SFU
	Name	555-1123	999		EDBC & MC
	Name	555-1124	999		028

	Name	555-1125	999		028
	Name	555-1126	999		028
	Test Team	555-1127	999		
	Name	555-1128	999		CN
	Name	555-1129	999		028
	Additional Contacts				
	Deloitte Pager	C:239-8024	P: 1-800-762-8699		
	IOT Personnel -	266 8160	P: 276-2418		
	FSSA Personnel				
	DFR Personnel - Name		555-1128		
	DFR Personnel for ACFII Support -		555-1128		
	Reference Tables -		555-1128		
	LAN Admin -		555-1128		
	IMS On Call	555-1128			
	DFR Personnel -	555-1128	555-1128		
	DBA - Name		555-1128		
	Management - Name		555-1128		
	Management - Name		555-1128		
	Management - Name	555-1128			
	Management - Name				
	Production Support - Name	555-1128	555-1128		